



CHIPOLA COLLEGE

COURSE SYLLABUS

Chipola's website: www.chipola.edu

COURSE TITLE:

Classroom Management and Communication

COURSE NUMBER:

EDG 4410

COURSE DESCRIPTION (with prerequisites):

This course covers basic skills and knowledge for creating a learning environment that encourages positive social interaction and effective communication among members of the learning community. The course emphasizes ethics, attitudes, language patterns, values and behaviors, and includes methods and strategies for consulting with other school professionals and parents. Additionally, students will be required to arrange visits totaling at least 10 hours to area schools to observe various classroom management strategies in action. 3 semester hours credit.

NAME(S) OF INSTRUCTORS:

JaJuan Clark, EdS

Office: O111

Phone: 850-718-2325

Office Hours- Posted outside of office door.

EFFECTIVE ACADEMIC YEAR:

2023-2024

REQUIRED TEXTBOOKS AND INSTRUCTIONAL MATERIALS:

Kagan Cooperative Learning, Kagan, Spencer and Kagan, Miguel. 2015.

ISBN: 9781933445403

I Want to Be A Teacher: Identifying Your Why, Clark, J. Outskirts Press. 2017.

ISBN: 9781478760856

GRADING POLICY:

The standing of a student in each course is expressed by one of the following letters and corresponding grading system:

A – 90 – 100

B – 80 – 89

C – 70 – 79

D – 60 – 69

F – 59 or less

The Chipola Catalog provides policies and procedures regarding the grading system. A student's Grade Point Average is derived from the grading system/quality point scale.

ATTENDANCE AND WITHDRAWAL POLICIES:

Chipola College expects regular attendance of all students and for all instructors to record attendance daily. Students who are absent from classes for any reason other than official college activities must satisfy the instructor concerned that the absence was due to illness or other clearly unavoidable reasons. Otherwise, the student may suffer grade loss at the discretion of the instructor. Chipola policy allows each instructor to specify in the Instructor First Day Handout whether or not an absence is excusable and what effect the absence or tardy may have on the grade.

A student is allowed to repeat a course a maximum of three (3) times. **On the third attempt a student (1) must bear the full cost of instruction (unless waived by Student Services), (2) cannot withdraw, and (3) must receive a grade.**

MAKE-UP POLICY:

Chipola allows each instructor to specify in the Instructor First Day Handout the makeup policy.

ACADEMIC HONOR CODE POLICY:

Students are expected to uphold the Academic Honor Code, which is based on the premise that each student has the responsibility to (1) uphold the highest standards of academic honesty in his/her own work; (2) refuse to tolerate academic dishonesty in the college community; and (3) foster a high sense of honor and social responsibility on the part of students. Further information regarding the Academic Honor Code may be found in the Chipola Catalog, Student Governance section.

STUDENTS WITH DISABILITIES POLICY:

Chipola College is committed to making all programs and facilities accessible to anyone with a disability. Chipola's goal is for students to obtain maximum benefit from their educational experience and to effectively transition into the college environment. Students with disabilities are requested to voluntarily contact the Office of Students with Disabilities to complete the intake process and determine their eligibility for reasonable accommodations.

NOTICE OF EQUAL ACCESS/EQUAL OPPORTUNITY AND NONDISCRIMINATION:

Chipola College does not discriminate against any persons, employees, students, applicants or others affiliated with the college in regards to race, color, religion, ethnicity, national origin, age, veteran's status, disability, gender, genetic information, marital status, pregnancy or any other protected class under applicable federal and state laws, in any college program, activity or employment.

Wendy Pippen, Associate Vice President of Human Resources, Equity Officer and Title IX Coordinator, 3094 Indian Circle, Marianna, FL 32446, Building A, Room 183C, 850-718-2269, pippenw@chipola.edu.

LIBRARY AND ON-LINE REFERENCE MATERIALS:

The library is a comprehensive learning resource center providing information in print, electronic, and multimedia format to support the educational objectives of the College. On-line catalogs, e-books, and electronic databases can be accessed through the Library Resources link within your course in Canvas or by using the *Search* icon on the

Chipola Library website at www.chipola.edu/library. If you have questions about database usage, consult the “How to Use the Chipola Databases” on the Library website or call the Library at 850/718-2274 during regular hours. Library hours are posted each semester at the building entrance and on the Library website. See your Instructor First Day Handout for individual instructor recommendations and resources.

TECHNOLOGY RESOURCES:

The college’s learning management system is **Canvas**. Classes become available on Canvas on the first day of the semester. It is the student’s responsibility to log onto the Canvas system the first day of class to establish the first day of attendance and to check announcements. All official class communication must be through Canvas. For further information, contact your instructor or the Director of Learning Resources. The Canvas support hotline is available online in live chat and on the phone, toll-free, at 855-308-2812 for any issues utilizing Canvas. The **Technology Center**, located in the library, is equipped with computer workstations. Lab hours are posted each semester at the building entrance and on the Library website.

FREE TUTORING RESOURCES:

The Academic Center for Excellence (**ACE**) Lab, located in Building L, offers free tutoring from 8 a.m. to 5 p.m. and is equipped with computer workstations. ACE lab hours are posted each semester at the room entrance and on the website. Additionally, live online tutoring conferences and individual tutoring sessions are available for a variety of courses through ACE@Home. For a conference schedule or to schedule an individual appointment, visit “ACE Tutoring” in the left navigation from any course in Canvas.

ELECTRONIC DEVICE USAGE STATEMENT:

Classrooms should be free of all unnecessary distractions from the task of learning. Therefore, as a general rule, students should silence and avoid use of all electronic devices (laptops, phones, tablets, etc.) not being used for coursework. Consult first-day handouts for any specific policies related to the use of electronic devices in the classroom, as they may vary depending upon the nature of the course or the guidelines of the instructor. Faculty reserve the right to regulate the use of electronic devices and their accessories in class.

DISCIPLINE SPECIFIC COMPETENCIES / LEARNING OUTCOMES:

- E – 1 Designs and plans effective instructional lessons.
- E – 2 Maintains a student-centered learning environment that is safe, organized, equitable, flexible, inclusive and collaborative.
- E – 3 Delivers and facilitates effective instruction.
- E – 4 Analyzes and applies data from multiple assessments to diagnose learning needs and inform instruction.
- E – 5 Designs purposeful professional goals for continuous improvement to strengthen instructional effectiveness and impact student learning
- E – 6 Practices professional responsibility and ethical conduct and fulfills expected obligations to students, the public, and the education profession.

Linking Course-level Student Learning Outcomes with Discipline-Specific Competencies, Assessment Methods, and Artifacts

| COURSE-LEVEL STUDENT LEARNING OUTCOMES FOR [The student will] | DISCIPLINE-SPECIFIC GENERAL EDUCATION COMPETENCIES | ASSESSMENT METHODS FOR COURSE LEVEL STUDENT LEARNING OUTCOMES (see Notes below) |
|---|---|--|
| <ul style="list-style-type: none"> • Describe the legal and ethical issues associated with the teaching profession • Analyze tips for circumventing potential problems for the beginning of the school year. • Demonstrate enhanced communication skills by working more effectively with members of the school community • Discuss techniques for beginning each day and week. • Summarize the connection between management and instruction. • Describe techniques to increase parental involvement. • Examine behaviors of students and focus on understanding why these behaviors occur. • Discuss solutions for dealing with severe and chronic misbehavior • Prepare to manage special needs students. • Describe cultural concerns related to management • Develop a systematic plan of action for effective, character-based classroom management • Develop a lesson that demonstrate promoting a positive learning environment that promotes high expectations, student engagement, and age-appropriate social and emotional growth. | <p>E6</p> <p>E2</p> <p>E2</p> <p>E2, E4</p> <p>E2</p> <p>E4</p> <p>E4</p> <p>E2, E4</p> <p>E2, E4</p> <p>E2</p> <p>E1, E2, E3</p> | <p>6.1.2- RU</p> <p>9.1.1-RU</p> <p>2.1.2-RU</p> <p>9.1.1-RU</p> <p>9.1.1-RU, 9.3.1-RU</p> <p>2.1.2-RU</p> <p>9.3.1-RU</p> <p>9.3.1-RU</p> <p>9.1.1-RU, 9.3.1-RU</p> <p>2.1.2-RU, 9.1.1-RU</p> <p>9.1.1-RU</p> <p>9.1.1-RU</p> |

Notes: Assessment Codes

BO - Behavioral Observation
Cap Proj - Capstone Course
CF - Cumulative Final
Clin - Clinicals
CP - Case Plan

CS - Case Study
DB - Discussion Board
DE - Documented Essays
E - Essays
EX - Dept Exam

Exp - Experiments
F - Final Exam
H - Homework
Intern - Internship
J - Jury

JP - Judged Perf/Exh
Obs - Teacher Observ
OT - Objective Tests
Port - Portfolio
Prac - Practicum

Pre/ Post - Pre-/Post-Tests
Proj - Projects
PS - Problem Solving
Q - Quizzes

R - Recital
RP - Research Papers
RPT - Report/Presentation
SD - Skills Demonstration

SE - Natl or State
Standardized
Sk - Ck Skills Check-Off
SP - Skills Performance

T - Tests
UT - Unit Tests
W - Writing Assignments

MEANS OF ACCOMPLISHING STUDENT LEARNING OUTCOMES:

1. Attend and participate in class regularly.
2. Read all assigned material before class.
3. Study in-class notes and on-line materials.
4. Complete assigned projects in a timely manner to enable reflections and revisions on the final product.
5. Seek opportunities to practice teaching skills through tutoring and substituting in **K – 12** schools.
6. Collaborate with peers and other professionals. |

ASSIGNMENT AND/OR COURSE OUTLINE

See your Instructor First Day Handout for individual instructor assignment schedule. |